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PURCHASE DIVISION

1. Mission:

a. The mission of the Purchase Division is to furnish support to all Agency users by purchasing or otherwise procuring all needed supplies and materiel.

b. It is also our future purpose to either furnish trained purchasing personnel or to assist you in the selection and training of such personnel to perform our mission in your area.

2. Headquarters Organization: (here use Organizational Chart of Purchase Division)

a. The Headquarters Organization is patterned on that of the Department of Army. It consists of the Office of the Chief and 4 Branches:

(1) The Contract Branch negotiates and administers all purchases (except on General Supply Schedules) which exceed \$2000.00. This includes large production contracts which may exceed \$1,000,000 each and also research and development contracts.

(2) Purchase Order Branch: This Branch purchases in the open market the multitude of small items which are required; these are nearly all overt items. It also purchases in large dollar volume from General Supply Schedules for standard governmental type items.

(3) Military Purchase Branch: This Branch procures all military items from each of the three armed services.

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3. Problems:

a. The Agency and the Purchase Division have the following problems in common which are hindering more adequate support:

- (1) Lack of standardized operating procedures for guidance of personnel in your area charged with purchasing duties.
- (2) Non-existence of training program for overseas area personnel in purchasing methods.
- (3) Non-existence of consolidated requirements which has led to dispersed and repetitive purchasing.
- (4) Inadequacy of nomenclature and specifications for items being requisitioned leading to delays or procurement of improper materiel.

4. Potential Remedies: In order to overcome or alleviate the problems listed above, the following remedies are proposed for which your cooperation is essential and is solicited:

- a. In order to become familiar with the volume, type of purchasing and local problems, a qualified person from this Division will make a site survey.
- b. Based on the information obtained through that survey, a purchasing organization would be proposed which would fit the needs. If all the fields of procurement which are encountered in Headquarters are also present in your area, the organization will be similar to that in Headquarters.
- c. Consideration will also be given as determined from the over all picture obtained by this group, to the establishment of a main purchasing office at some point most effective in relation to the industrial supply center. Such an office could support your area purchasing office where the local supply sources were found inadequate.

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d. It will be necessary for Headquarters to establish and make available to the field standard operating procedures with flexibility where required to meet any special local conditions.

e. It will be necessary for Headquarters to either train your employees in purchasing policies and procedures or to assign personnel from Headquarters on a permanent change of station basis --- more likely a combination of the two.

5. If all of the above can be accomplished your area should derive the benefit of more expeditious purchasing, prompt delivery of desired items, and so accomplished as to more nearly comply with accepted governmental purchasing standards, within the limitations that security requirements will allow.

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